



04- C-1747

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

September 17, 2004

President Lisa Borders and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Supplemental Environmental Projects (SEP) Advisory Committee Appointment

Dear President Borders and Members of the Council:

It is a pleasure for me to appoint Buszeda B. Hudson to serve as a member of the **Supplemental Environmental Projects (SEP) Advisory Committee** on behalf of the City of Atlanta. This appointment is for a term of one (1) year and does not require Council Confirmation, and thus is scheduled to begin on the abovementioned date.

I am confident that Ms. Hudson will continue serve the Supplemental Environmental Projects (SEP) Advisory Committee with integrity and dedication.

Sincerely,



Shirley Franklin

RESUME

BUSZEDA (BENHAM) HUDSON

2783 Hedgewood Drive, N.W.

Atlanta, Georgia 30311

(404) 691-2511

E-Mail: bhudson12002@yahoo.com

EXPERIENCE:

INTERNAL REVENUE SERVICE

(Temporary Position)

Feb. 2003 to

May 2003

Receipt & Control Clerk

Responsibilities: To open, and sort all incoming mail receipts (completed tax returns) and deposit all monies expeditiously.

SOUTHTRUST BANK

2000 to 2003

Commercial Credit Files – Supervisor

Responsible for all credit file personnel matters, including interviewing and hiring new employees, training and cross-training all employees. Develop and communicate performance standards and annual goals for each employee.

1993 to 2000

Credit Administrator/Commercial Credit Department

Administrative Assistant/Systems Administrator

Responsible for performing all office related duties, as well as maintain tracking schedule of all vacation and sick leave for department staff, and processing bi-weekly time sheets expense reports. Type weekly Loan Committee Minutes for loan packages reviewed, responsible for daily computer network system tape back-up, maintenance and servicing of all equipment for department

1989 – 1993

FIRST AMERICAN BANK OF GEORGIA (f/k/a) NATIONAL BANK OF GEORGIA

Asset Based Lending Department - Secretary

Responsible for all typing needs of four (4) Loan Officers and two (2) Auditors and performing all office related duties. Completed all Loan Committee packages for approval each week.

Assisted the Office Clerks in their day-to-day responsibilities.

NATIONAL BANK OF GEORGIA

FIRST AMERICAN BANK OF GEORGIA

SOUTHTRUST BANK OF GEORGIA

(Two Acquisitions occurred during my employment)

1980 – 1989

Commercial Credit Dept. – Secretary

Responsible for all the typing needs of 13 Credit Analysts and performed all office related duties.

OXFORD INDUSTRIES

**April 1969 to
June 1978**

Lanier Business Products
Stenographer-Supervisor (Typing Pool)
Responsible for typing all correspondence dictated by executives and other personnel within the company.
Supervised all typists in daily output of all work received in the department. Maintained daily time sheets and vacation schedule for department, and performed other office related duties.

EDUCATION:
Jul. 2004

Chattahoochee Technical College
Marietta, Georgia
One year course - Accounting (Diploma)
Currently attending.

**Jan. 1985 to
Mar. 1985**

National Bank of Georgia Credit School
Roswell Street Branch
Two-month credit course for employees interested in learning how to analyze commercial loans.

1968 – 1969

Atlanta Business College
Atlanta, Georgia
Special course geared for high school graduates seeking a professional career as a Secretary. One year requirement with guaranteed job placement with companies
Funding the program for students accepted into the college.

1963 – 1968

Henry McNeal Turner High School
Atlanta, Georgia
Graduated. A member of the ROTC and participated in other organizations with the school.

REFERENCES: References furnished upon request.

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(Do Not Write Above This Line)

A COMMUNICATION
BY MAYOR SHIRLEY FRANKLIN
A COMMUNICATION APPOINTING
BUSZEDA B. HUDSON TO
SERVE AS A MEMBER OF
THE SUPPLEMENTAL
ENVIRONMENTAL PROJECTS
(SEP) ADVISORY COMMITTEE
FOR A TERM OF ONE (1) YEAR.
NO COUNCIL CONFIRMATION
REQUIRED.

Filed
10/14/04
w/objection

- ☐ CONSENT REFER
☐ REGULAR REPORT REFER
☐ ADVERTISE & REFER
☐ 1st ADOPT 2nd READ & REFER
☐ PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

Committee _____
Date _____
Chair _____
Referred To _____

First Reading

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Refer To

FINAL COUNCIL ACTION
☐ 2nd ☐ 1st & 2nd ☐ 3rd
Readings
☐ Consent ☐ V Vote ☐ RC Vote

CERTIFIED

CERTIFIED
OCT 04 2004

ATLANTA CITY COUNCIL PRESIDENT

Shirley Franklin

MAYOR'S ACTION